

Rural Domestic Violence And Child Victimization Enforcement Grant Program

Fiscal Year 2005 Solicitation

GMS REGISTRATION DEADLINE: January 21, 2005

APPLICATION DEADLINE: **February 3, 2005** 

# U.S. Department of Justice Office on Violence Against Women 810 7<sup>th</sup> Street, NW

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#### John Ashcroft

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Rural Domestic Violence and Child Victimization Enforcement Grant Program www.ojp.usdoj.gov/fundopps.htm

# **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

# About the Rural Domestic Violence and Child Victimization Enforcement Grant Program

The Rural Domestic Violence and Child Victimization Enforcement Grant Program (the Rural Program) recognizes that victims of domestic violence, dating violence and child victimization living in rural jurisdictions face unique barriers to receiving assistance and additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural jurisdictions significantly compound the problems confronted by those seeking support and services to end the violence in their lives and complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, and child victimization cases. In addition, sociocultural, economic, and geographic barriers create difficulties for victim service providers and other social services professionals to identify and assist victims of domestic violence, dating violence, and child victimization.

The primary purpose of the Rural Program is to enhance the safety of victims of domestic violence, dating violence, and child victimization by supporting projects uniquely designed to address and prevent these crimes in rural jurisdictions. OVW welcomes applications that propose innovative solutions for achieving this goal. The Rural Program challenges victim advocates, law enforcement officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and faith- and/or community-based leaders to collaborate to overcome the problem of domestic violence, dating violence and child victimization and to ensure that victim safety is paramount in providing services to victims and their children.

# **Availability of Funds**

The ability of OVW to make awards under the Rural Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds for that purpose.

#### **Award Period**

The award period for these grants will be 24 months. <u>Budgets must reflect 24 months</u> of project activity.

# **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Local and state agencies and tribal governments serving fewer than 5 rural counties will be eligible to receive a **maximum of \$500,000**. Multi-jurisdiction, multi-state, and tribal consortium projects will be eligible to receive a **maximum of \$900,000**. (Multi-jurisdictional projects are those that propose to serve 5 or more rural counties.)

Grants may be made for greater or lesser amounts than requested based on budget and/or programmatic changes to the application. In addition, OVW may negotiate the scope of work with applicants prior to granting an award.

# **Application Due Date**

Please note that final applications are due by 5:30 pm (EST) February 3, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS). Applicants should register online with GMS by January 21, 2005. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy of the application must be sent to Aspen Systems Corporation via overnight delivery not later than February 3, 2005. We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applicants should retain proof of timely submission. Please refer to the "How to Apply" section on page 19 of this solicitation for further instructions.

# **Program Eligibility**

By statute, states, Indian tribal governments, local governments of rural states, and public and private entities of rural states, including faith- and/or community-based organizations, are eligible to apply for grants to address domestic violence, dating violence and child victimization under this program<sup>1</sup>. **Applicants not serving rural communities will not be considered for funding.** 

States are classified into two categories, rural states and non-rural states. The classification of a state as rural or non-rural determines the eligibility of local governments and public or private entities within a state to apply directly to OVW for funds under this program, and restricts the use of program funds in non-rural states to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one state.

#### **Rural States**

By statute, a *rural state* is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people,

<sup>&</sup>lt;sup>1</sup>42 U.S.C. § 13971.

based on the decennial census of 1990 through fiscal year 1997<sup>2</sup>. Please refer to Appendix A for a list of the states classified as rural. If a rural state government elects to submit an application, the state agency **is required** to enter into a formal collaboration with a faith- and/or community-based nonprofit, nongovernmental organization serving victims of domestic violence, dating violence or child victimization and should consider partnering with the state domestic violence coalition in order to develop and implement <u>a cohesive plan</u> for addressing violence against women and children. Further, applicants are encouraged to partner with faith- and/or community-based organizations. In addition, tribal governments or tribal domestic violence coalitions located within the state can be involved as project partners.

# **Non-Rural States**

By statute, the only eligible applicants from a non-rural state are the state government or Indian tribal governments. A non-rural state government may apply on behalf of one or more of its rural jurisdiction(s). The definition of a *rural jurisdiction* within a given state is determined by the respective state government. Please refer to Appendix A for a list of states classified as non-rural.

If a non-rural state government elects to submit an application on behalf of more than one jurisdiction, the state agency **is required** to enter into a formal collaboration with a faith- and/or community-based nonprofit, nongovernmental organization serving victims of domestic violence, dating violence or child victimization and should consider partnering with the state domestic violence coalition in order to develop and implement a cohesive plan for addressing violence against women and children in the state's rural jurisdictions. Further, applicants are encouraged to partner with faith- and/or community-based organizations. In fact, OVW encourages these partnerships. In addition, tribal governments or tribal domestic violence coalitions located within the state can be involved as project partners.

#### **Indian Tribes**

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation, or other organized group or community of Indians, including an Alaska Native village, or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental organization serving victims of domestic violence, dating violence or child victimization or community group representing the

<sup>&</sup>lt;sup>2</sup>42 U.S.C. § 13971; 42 U.S.C. § 3796bb(b).

views and concerns of domestic violence survivors. Please refer to Appendix A for eligible tribal applicants.

# **Types of Applicants**

In Fiscal Year 2005, OVW will accept applications for the Rural Program from both current grantees and new applicants. <u>Current grantees</u> are eligible for supplemental, or continuation funding, to support on-going activities or to enhance those activities. <u>Current grantees that received an award in Fiscal Year 2004 are not eligible to apply.</u> Continuation or supplemental funding is not guaranteed. <u>New applicants</u> are any entities that are not currently receiving funds through the Rural Program. All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest scores will be eligible for funding.

# **Program Scope**

The scope of the Rural Program is defined by the following authorized statutory purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory purpose areas.

# **Statutory Purpose Areas**

The Rural Program will consider supporting projects that:

- Implement, expand, and establish cooperative efforts and projects between law enforcement officers, prosecutors, victim advocacy groups, including faith-based and community-based organizations and other related parties to investigate and prosecute incidents of domestic violence, and dating violence, and child abuse;
- Provide treatment, counseling and assistance to victims of domestic violence, and dating violence, and child abuse, including in immigration matters; and
- Work in cooperation with faith-based and community-based organizations to develop education and prevention strategies directed toward such issues.<sup>3</sup>

# **Program Priority Areas**

OVW is especially interested in supporting projects that would implement one or more of the following objectives:

- Establish or enhance partnerships to provide services for rural victims, including transitional housing, welfare assistance, immigration assistance, educational assistance, job training, and placement programs;
- Create public awareness campaigns to inform victims of services, to educate the public and promote cultural change, and to promote a strong coordinated community response to domestic violence, dating violence, and child victimization;

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<sup>&</sup>lt;sup>3</sup> 42 USC § 13971(a).

- Address the intersection of domestic violence and child victimization, including developing partnerships among child protection agencies, social services agencies dealing with housing, welfare, job training, etc., and domestic violence victim organizations and implementing programs that address the impact of domestic violence on children who are exposed to it; or
- Involve faith- and/or community-based organizations in addressing all of the above objectives.

#### **Unallowable Costs**

Grant funds may not be used for the following activities:

- Investigation, prosecution or provision of direct services for child victimization, rape, sexual assault or stalking that are not related to a domestic violence incident;
- Implementing projects that only involve conducting research on domestic violence, dating violence and/or child victimization;
- Batterer's Intervention Programs that are voluntary and not court-mandated;
- Anger management classes; or
- Lobbying.

# **Activities that May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Case management that does not ensure the confidentiality of victims;
- Mediation or counseling for couples as a systemic response to domestic violence; and
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.

#### **Review Process**

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be considered for funding. If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed. Criteria for the initial internal review follow:

- Whether the application is complete
- Whether the proposed activities are within the scope of the program (see pages 6 and 7);
- Whether all statutory eligibility criteria are met (see pages 4, 5 and 6);
- Whether the application proposes significant activities that may compromise victim safety (see page 7); and
- Whether the proposed budget is within the established limits (see page 4).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See pages 10 and 11 for further details on criteria for this review.)

OVW will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of Native American experts on domestic violence, dating violence and child victimization. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the Memorandum of Understanding). Applications with the highest composite scores will be considered for funding.

# **Application Content**

Applicants must complete each of the following sections as part of their proposals.

Applicants will not be contacted for missing sections or incomplete information.

OVW may remove the application from consideration prior to peer review if the application is incomplete. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

- Double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract

- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

#### **DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** An application will not be considered complete until a valid DUNS number is provided by the applicant. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505. If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

# <u>Application for Federal Assistance</u> (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.589 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

# **Summary Data Sheet**

Please identify the following:

- The agency and type of agency (i.e., local government, state government, tribal government, nonprofit organization) applying for funding:
- The faith- and/or community-based nonprofit, nongovernmental victim services program collaborating on this project (if applicable);
- Whether this is a new or continuation application;
- Whether this project is a local, tribal, multi-jurisdiction, multi-state or tribal consortium project;
- Whether the applicant is from a rural or non-rural state;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;

- The population and square mileage of region to be served; and
- The Rural Program Statutory Purpose Area(s) and Priority Area(s) addressed by this proposal.

# **Abstract/Proposal Summary:**

The proposal abstract is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

<u>Status of the Current Project:</u> Applicants for continuation funding only. This section will be used for internal review only. The application may receive a deduction of 25 points based on the criteria listed below. This section should be provided on a separate page. State what has been accomplished with previous funding under the Rural Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products; and
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Rural Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVWsponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;

 Whether the grantee has complied with the Office of Management and Budget audit requirement.

#### **Project Narrative:**

The narrative should include the following (totaling 65 points):

# **Need for the Project: 10 points**

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information and be as specific and detailed as possible when describing the population to be served); and
- Describe the communities in which the project would be implemented, including location, population, and demographic information.

#### **Selection Criteria**

This section will also be rated on the following:

- The description of the impact of current or prior efforts to prevent and reduce domestic violence in the rural jurisdictions;
- The need or continued need for the project; and
- The description of the community to be served-including diverse, traditionally underserved populations of victims of domestic violence and how the proposed project will address their needs.

#### What Will be Done: 40 points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. For continuation grants, the applicant should describe how additional funding will continue and/or enhance the existing project. This section should identify tangible products that will be generated, e.g., a video, a brochure, or curriculum, however, development of products is not a requirement of the Rural Program.

#### **Selection Criteria**

In addition to the criteria above, this section will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety; and

 The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety.

# Who Will Implement the Project: 10 points

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify <u>all</u> of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included.

In addition, all applicants (who are not nonprofit, nongovernmental victim services organizations) are required to enter into formal collaborations with faith- and/or community-based nonprofit, nongovernmental organizations serving victims of domestic violence. Community-based domestic violence victim advocates must be involved in the development and implementation of the project. Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence victim services programs.

Victim services organizations should meet **all** of the following criteria:

- Provide services to victims of domestic violence or dating violence as one of their primary purposes;
- Address a demonstrated need in their communities by providing services that
  promote the integrity and self sufficiency of victims, improve their access to
  resources, and create options for victims seeking safety from perpetrator violence;
  and
- Do not engage in activities that compromise victim safety.

#### **Sustainability Plan: 5 points**

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Rural Program was no longer available.

The plan will be evaluated on whether it proposes feasible strategies to continue project activities long-term. Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.

#### **Budget Detail Worksheet and Narrative: 15 Points**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear

link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence programs and state and tribal domestic violence coalitions.

# **Budget Caps**

The following award limits are firm and also apply to applications for supplemental funding. Under no circumstances should the proposed budget exceed the following limits:

- \$500,000 for local and state agencies and tribal governments serving 5 or fewer rural counties; and
- \$900,000 for multi-jurisdiction, multi-state and tribal consortium projects.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

#### **Budget requirements**

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants are required to allocate funds (\$15,000 for local, individual tribal projects, and state or local agencies applying on behalf of 5 or fewer rural counties and \$25,000 for multi-jurisdictional, multi-state and tribal consortium projects) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the "travel" category. Please provide an estimated breakdown for this amount (include the number of

trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Travel funds should be used to support travel by <u>all</u> partners, including nonprofit, nongovernmental victim services providers.

- Applicants may allocate additional funding to attend trainings not sponsored by OVW. <u>Attendance at these trainings will be limited and require prior</u> <u>approval</u>. The allocated amount should not exceed \$5,000.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <a href="https://www.ojp.usdoj.gov/oc/fmts.htm">www.ojp.usdoj.gov/oc/fmts.htm</a>.

A Sample Budget Detail Worksheet is included in Appendix B of this solicitation. The budget and budget narrative should be submitted online as one attachment under "Budget Narrative." When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amount of the specific budget items were determined.

# Memorandum of Understanding (MOU): 20 points

Each application must include, as an attachment, a current, (e.g., signed and dated during the development of the proposal) <u>single MOU</u> created and signed by the chief executive officers and/or directors of:

- All relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts, and probation);
- All faith- and/or community-based nonprofit, nongovernmental domestic violence victim services organizations or community groups that represent the views and concerns of domestic violence victims; and
- Any other community agencies or organizations that will collaborate to implement the project.

#### The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;

- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing partners; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

# Letters of support may not be submitted in lieu of the MOU.

# <u>Map</u>

All applicants must submit a map detailing the proposed service area.

# Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS. NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

### **Anti-Lobbying Act**

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

# **Certification of Nonsupplanting**

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix C for a sample letter.

## **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

# **Additional Program Requirements**

# **Technical Assistance**

Grant recipients are required to work collaboratively with staff from OVW and Praxis International, Inc., the primary Rural Program technical assistance provider. Grant recipients will be asked to identify grant supported personnel and project partner representatives to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel and applicants are therefore required to include funds in the project budget to support travel costs associated with these activities.

Technical assistance set-aside funds are only to be used to cover travel costs to attend trainings provided by Praxis and other OVW-sponsored technical assistance service providers. Praxis offers a full range of training opportunities. Attendance at a minimum of three OVW-sponsored trainings per year is required.

#### **Performance Measurement**

There are two statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a Rural Program semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of individuals seeking services who could not be served;
- The number and percentage of arrests relative to the number of police responses to domestic violence incidents;
- The number of victims receiving requested services funded by the Rural Program; and
- The number of referrals between child protective service workers and victim advocates.

#### **Reporting Requirements**

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide

audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

# Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW must complete a Financial Capability Questionnaire. The form can be found at <a href="http://www.ojp.usdoj.gov/oc">http://www.ojp.usdoj.gov/oc</a>. Please fax this form to (202) 354-4147 and include the application number predominantly on the cover page and on each page of the form.

#### **OJP Financial Guide**

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: http://www.ojp.usdoj.gov/FinGuide.

# **Suspension or Termination of Funding**

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Rural Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Rural Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

#### **Single Point of Contact Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on

the Form SF-424. The list of SPOCs can be found at: <a href="http://www.whitehouse.gov/omb/grants/spoc.html">http://www.whitehouse.gov/omb/grants/spoc.html</a>.

## **Faith-Based Organizations**

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and Sec. 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

# **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

# **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at <a href="https://www.lep.gov">www.lep.gov</a> or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor
Washington, DC 20531

# **How To Apply**

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix D, the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting
- An MOU
- A current Indirect Cost Rate Agreement (if applicable)
- A map detailing the proposed service area
- the financial capability questionnaire, if applicable

Note: The Catalog of Federal Domestic Assistance number for the Rural Program is 16.589.

The application number <u>must</u> be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, <u>www.ojp.usdoj.gov/vawo</u>. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, applicants must send via overnight delivery a hard-copy original of the complete application, postmarked by February 3, 2005 to:

The Rural Program
Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850

The hard-copy original of the complete application that is mailed to the above address **must include all of the following:** 

- the SF-424 (printed from GMS);
- Certifications and Assurances (printed from GMS);
- the contents of the application (including the summary data sheet, the abstract/proposal summary, the status of current project [if applicable], and the project narrative;
- the budget, budget summary, and budget narrative;
- Certification of nonsupplanting;
- A Memorandum of Understanding;
- A current Indirect Cost Rate Agreement (if applicable);
- A map; and
- the financial capability questionnaire, if applicable.

# **Application Due Date**

Applications must be electronically received by the close of business (5:30 p.m. EST) on **February 3, 2005**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) that may be faxed to (202) 354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on **February 3, 2005**. The hard copy original must be sent to OVW via overnight delivery not later than **February 3, 2005**. Applicants should retain proof of timely submission.

You must register through GMS at least two weeks before the application due date, or no later than **January 21, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

# APPENDIX A

Statutory Eligibility Summary

Statutory Eligibility Summary

Within These Designated Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	1) The State 2) Local Governments 3) Public Entities 4) Private Entities
Within These Designated Non-Rural States:	The Eligible Applicant Is:
Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin	1) The State, which may apply on behalf of one or more of its rural jurisdiction(s)
Within These Indian Tribal Governments:	The Eligible Applicants Are:
Federally Recognized American Indian and Alaska Native tribal governments	1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians

# APPENDIX B

Sample Budget

# OMB Approval No. 1121-0188 **SAMPLE**

Expires 5-98 (Rev. 10/02)

# **Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	<u>Computation</u>	Cost
Investigator 2 Advocates Administrative Assistant	(\$50,000 x 100% x 2yrs) 2 x (\$50,000 x 100% x 2yrs) (\$40,000 x 50% x 2yrs)	\$100,000 \$200,000 <u>\$40,000</u> \$340,000
Overtime for investigator and advocates	(\$37.5/hr x 100 hrs X 3)	\$ 11,250

The investigator will be assigned exclusively to domestic violence cases in order to create a domestic violence unit in the police department. The advocates will be employed by the nonprofit, nongovernmental domestic violence shelter but assist victims in collaboration with the police department as a member of the domestic violence unit. A half-time secretary will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all full-time personnel 12-months prior to the end of the grant. Overtime will be needed during some investigations.

TOTAL \$351,250

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	<u>Computation</u>	Cost
Investigator & Advocates		
Employer's FICA	\$340,000 x 7.65%	\$26,010
Retirement	\$340,000 x 6%	\$20,400
Health Insurance	\$340,000 x 11%	\$37,400
Workman's Compensation	\$340,000 x 1%	\$ 3,400
Unemployment Compensation	\$340,000 x 1%	\$ 3,400
Overtime		
FICA	\$11,250 x 7.65%	\$ 860
Workman's Compensation	\$11,250 x 1%	\$ 112
Unemployment Compensation	\$11,250 x 1%	\$ 112

TOTAL \$91,694

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	<b>Location</b>	<u>ltem</u>	Computation	<u>Cost</u>
\$25,000 OJP-design				
4 persons to attend 5	trainings (Loc	cations unknowr	n at this time.)	
	_	Airfare	(5 trips x 4 people x \$575)	\$11,500
		Hotel	(5 trips x 4 people x \$100/night	
			X 5 nights)	\$10,000
		Meals	(5 trips x 4 people x \$35/day	
			X 5 days)	\$ 3,500

The organization's established travel policies will be utilized.

**TOTAL \$20,000** 

**D. Equipment** -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

14 0 100	Commutation	C4
Item	Computation	Cost

Desktop Computers (\$2,000 x 3) \$6,000

The computers will be used by the investigator and the advocates to analyze case service provision tracking information.

TOTAL \$6,000

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	<u>Computation</u>	<u>Cost</u>
Office Supplies Postage	(\$50/mo x 24 mo) (\$20/mo x 24 mo)	\$ 1200 \$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigator and advocates to train patrol officers how to preserve crime scene evidence.

TOTAL \$2,680

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL \$0

**G. Consultants/Contracts -** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

# Name of Consultant Service Provided Computation Cost

Jane Doe Domestic Violence Trainer (\$150/day x 16 days) \$2,400

State Domestic Violence Coalition

Jane Doe, Domestic Violence Trainer of the State Domestic Violence Coalition, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$2,400

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	Computation	Cost
Mileage Hotel and Meals Per Diem Jane Doe is expected	In-State Travel	(100mi x 4 trips x \$ 0.34/mi) (\$100/day x 20 days) (\$35/day x 20 days) to provide training and technical assi	\$ 136 \$2,000 \$ 700 stance to the
project.			

Subtotal \$2,836

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>		Cost
Not applicable	Subtotal	<u>\$0</u>
	ΤΟΤΔΙ	<b>\$5 236</b>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	Computation	<u>Cost</u>
Rent	(700 sq. ft. x \$12/sq. Ft.) (\$700 mo. x 24 mo.)	\$16,800

This rent will pay for space for the investigator and space for the advocates in the domestic violence unit. No space is currently available in city owned buildings and a separate space will allow the advocates the privacy and confidentiality needed for appropriately serving victims.

Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$100/mo. x 24)	\$ 2,400

TOTAL \$21,600

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>	
		ΤΟΤΔΙ	\$0

**Budget Summary -** When you have completed the budget worksheet, transfer the totals for each

category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

A.	Budget Category Personnel		mount 351,250
В.	Fringe Benefits	<u>\$</u>	91,694
C.	Travel	<u>\$</u>	20,000
D.	Equipment	<u>\$</u>	6,000
E.	Supplies	<u>\$</u>	2,680
F.	Construction	<u>\$</u>	0
G.	Consultants/Contracts	<u>\$</u>	5,236
н.	Other	<u>\$</u>	21,600
	Total Direct Costs	<u>\$</u>	<u>498,460</u>
I.	Indirect Costs	<u>\$</u>	0
	TOTAL PROJECT COSTS	<u>\$</u>	<u>498,460</u>
Fed	deral Request	<u>\$</u>	498,460
No	n-Federal Amount	\$	NA

# APPENDIX C

Sample Certification of Nonsupplanting

# **SAMPLE**

# [Applicant Letterhead]

[date]

Diane Stuart, Director Office on Violence Against Women 810 7th Street, NW Washington, DC 20531

[Applicant] certifies that any funds awarded through the Rural Domestic Violence and Child Victimization Enforcement Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

# APPENDIX D

GMS Step-by-Step Guide

**Please Note:** It is the applicant's responsibility to notify the Office on Violence Against Women by telephone if the applicant is unable to submit the application online by 5:30 p.m. (EST) February 3, 2005.

# **Step-by-Step Guide to OJP's Grants Management System**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.589, titled "The Rural Domestic Violence and Child Victimization Enforcement Grant Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to https://grants.ojp.usdoj.gov. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 5:30 p.m. ET on **February 3, 2005**. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by **January 21, 2005**.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

# Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a used ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-

## **Step 2: Registering on GMS/Selecting the Program**

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office on Violence Against Women" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find "The Rural Program" and click "Apply Online."

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

# **Step 3: Completing the Overview Information**

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the "GMS home" button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing "Application Non-Construction" in the "Type of Submission" section.

Select "New" in the drop-down box for "Type of Application."

If your state has a review and comment process under Executive Order 12372 (available online at http://policy.fws.gov/library/rgeo12372.pdf), then select either "Yes" and the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."

Click "Save and Continue."

# **Step 4: Completing the Applicant Information**

Answer "Yes" or "No" to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click "Save and Continue."

### **Step 5: Completing the Project Information**

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the "Estimated Funding" section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click "Save and Continue."

### **Step 6: Uploading Attachments**

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- · Program Narrative (Attachment #2).
- · Other Program Attachments (Attachment #3).

To upload these documents, click "Attach." A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to upload, then click on "Upload Your Document." A window that says "File Upload Successful" should pop up. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as "blank attachment") for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.

Click "Save and Continue."

### **Step 7: Completing the Assurances and Certifications**

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

Read both documents. At the bottom of each one, click the "Accept" button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click "Save and Continue."

#### Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF–424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click "Save and Continue" after making any changes.

When you are sure that the information is accurate, click "Continue."

### **Step 9: Submitting the Application**

A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you

back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to (202) 354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the How to Apply section.